

Brittany E. Lutz

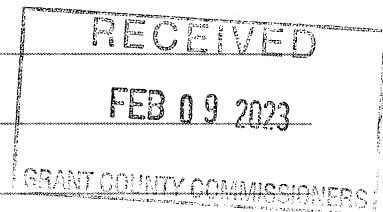
From: noreply@civicplus.com
Sent: Wednesday, February 8, 2023 10:22 AM
To: BOCC Consent
Subject: Online Form Submittal: OUT OF STATE TRAVEL REQUEST APPLICATION

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OUT OF STATE TRAVEL REQUEST APPLICATION

Traveler's Name	Ellyn Berg
Dept/Committee	Public Defense
Date of Request	2/8/2023
Travel Type	Out of State Travel
Departure Date	4/10/2023 8:00 AM
Return Date	4/15/2023 11:45 PM
Grant	No
Fund/Dept	Public Defense
Destination (City, County, State)	St. Louis, MO
Purpose of Travel	Attending the National Defense Investigator Association conference.
Hotel - GSA Rate	141
Hotel - Nightly Rate	200
Cost Application	Conference Rate
Rental Car Required	No
Hotel Total	\$1,000
Conference Fee	\$400
Daily M&IE at Destination	\$64



Rental Car Cost per day	\$0
Explanation for Rate (required if hotel cost is greater than per diem, or government rate)	The rate is simply higher at the host hotel.
Air Carrier	Delta
Cost of Flight	\$600
Total trip cost (Include all cost totals)	\$2352
Preparer's Name	Brett Hill
Preparer's Title	Director of Public Defense
Preapproved by EO/DH?	Yes

Use of travel card to fill a rental vehicle gas tank prior to its return is recommended.

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